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August 24, 2012

Welcome back.



Weekly Information Circular

in this issue

from the editor

Schedule for the Fall 2012 **Educational Technology Workshop Series**, and the **Library's** fall hours, in **Academic News**

CORA Early Learning Years at La Salle open house, the **Disney Institute**, **Art Museum Back-to-School Reception**, and **Policy on Alcohol and Drug Use** in **General News**.

Assistant Registrar for Academic Information Services, Education - Graduate Academic Advisor, Coordinator of Athletic Marketing and Sales, and Development Assistant in **Employment**

Academic News

Fall 2012 Educational Technology Workshop Series

presented by Information Technology

Please join us this fall on **Thursdays from 1-2pm** to try out new tools, explore new techniques, and discuss strategies for implementing each in your courses. Feel free to sign up for one session or attend them all.

Please visit: <http://tech.lasalle.edu/ed-tech-workshop-series-fall-2012/> to RSVP for sessions.

Excel with Ed

Date: September 20

Location: College Hall 409

Want to become an Excel power user? Join Ed Nickerson as he demonstrates intermediate and advanced features of Excel.

Help Students by Using Turnitin

Date: September 27

Location: Olney 101

You may think of Turnitin as a tool to discourage plagiarism, but it really offers much more. In addition to providing students with an assessment of the originality of their work, you can also use it to provide feedback that will assist them in revising their work. During this session, we'll explore some of the ways you can use Turnitin to help students craft better papers.

Designing Great Presentations

Date: October 4

Location: Olney 101

Looking for ways to make your presentations more visually pleasing? This session focuses on strategies for creating presentations that help you get your point across without giving your students content overload.

Flip Your Class, Part 1: Using PowerPoint and SkyDrive

Date: October 11

Location: Olney 101

Flip Your Class, Part 2: Screencasting

Date: October 18

Location: Olney 101

Feel like you never have enough time in class to really dive in and discuss concepts? Flip your class! With this model, you can record content for students to watch outside of class so that you can spend more time in class applying concepts through discussion and problem-solving.

In **Part 1**, we'll create short videos using PowerPoint and discuss best practices for creating and posting this type of content.

In **Part 2**, we'll create videos using free resources, such as YouTube and Screencast-O-Matic. We'll also spend some time discussing strategies for successful recording as well as easy ways to post content in your course.

Keeping Things Current with Twitter and RSS

Date: October 25

Location: Olney 101

Staying on top of current literature can be overwhelming, but Blackboard makes it easy to incorporate up-to-the-minute information right in your course. In this workshop, we'll create keyword-based RSS and Twitter feeds and discuss strategies for using these tools in your course.

Assessing and Tracking Student Progress in Blackboard

Date: November 1

Location: Olney 101

Blackboard's Grade Center is a powerful tool for tracking progress and providing feedback to students. In this workshop, we'll build on your existing knowledge of Blackboard's assessment tools and practice methods for grading students' work. We will also explore the various areas in Blackboard that allow you to modify, review, and manage students' graded assignments.

Academic News

Library Hours: Fall 2012 August 27 – December 15

REGULAR HOURS

Monday – Thursday	8:00a.m. - 12:00a.m.
Friday	8:00a.m. - 8:00p.m.
Saturday	10:00a.m. - 6:00p.m.
Sunday	12:00p.m. - 12:00a.m.

LABOR DAY HOLIDAY

Friday	Aug 31	8:00a.m. - 5:00p.m.
Saturday	Sept 1	10:00a.m. - 6:00p.m.
Sunday	Sept 2	CLOSED
Monday	Sept 3	CLOSED

MIDSEMESTER EXAMS & HOLIDAY

Sunday	Oct 7	12:00p.m. - 1:00a.m.
Monday – Thursday	Oct 8-11	8:00a.m. - 1:00a.m.
Friday	Oct 12	8:00a.m. - 5:00p.m.
Saturday	Oct 13	10:00a.m. - 6:00p.m.
Sunday	Oct 14	12:00p.m. - 8:00p.m.
Monday (Midsemester Holiday)	Oct 15	3:00p.m. - 10:00p.m.

THANKSGIVING

Wednesday	Nov 21	8:00a.m. - 12:30p.m.
Thursday	Nov 22	CLOSED
Friday	Nov 23	CLOSED
Saturday	Nov 24	10:00a.m. - 6:00p.m.
Sunday	Nov 25	12:00p.m. - 12:00a.m.

FINAL EXAMS

Monday – Thursday	Dec 3-6	8:00a.m. - 1:00a.m.
Friday	Dec 7	8:00a.m. - 10:00p.m.
Saturday	Dec 8	10:00a.m. - 6:00p.m.
Sunday	Dec 9	12:00p.m. - 1:00a.m.
Monday – Thursday	Dec 10-13	8:00a.m. - 1:00a.m.
Friday	Dec 14	8:00a.m. - 8:00p.m.
Saturday	Dec 15	10:00a.m. - 6:00p.m.

General News

CORA Early Learning Years at La Salle



Coming this Fall: CORA Early Learning Years at La Salle

Join us on **Thursday, September 6** for an open house on West Campus.

Call **215.742.3528** for more information.

Additional information on the open house, and CORA Early Learning Years at La Salle, will be featured in the next edition of *Campus News*.



Program Description

CORA Early Years at La Salle preschool and Child Care Center offers parents a child-centered program. Children are encouraged to develop their social, physical, and cognitive potential to the fullest. The Center has been designed to offer a safe, predictable, nurturing and low stress environment. The emphasis is on allowing children to grow and develop at their own pace.

Children are encouraged to make their own level of competence, to determine when they are finished with an activity, to put away their materials and to change activities in a purposeful manner. By doing so, children gain experience in planning and making decisions.

Parental support and involvement are encouraged and greatly appreciated. Parents wishing to share special interests or talents are welcome to visit at any time.

Mission Statement

Rooted in a tradition of care and compassion, the Mission of CORA Services is to assist children, youth and families experiencing emotional, academic and social challenges which impede their development and productivity. A private, not-for-profit service organization located in Philadelphia, PA, CORA Services provides an array of comprehensive professional services focused on prevention, intervention, remediation and referral assistance.

General News



LA SALLE UNIVERSITY HOSTS DISNEY INSTITUTE PROFESSIONAL PROGRAM

BACKGROUND:

Disney Institute is bringing its renowned professional development program, “Disney’s Approach to Leadership Excellence,” to Philadelphia. The full-day event will allow area professionals to learn how a leader’s behaviors are instrumental in conveying values, guiding strategy and inspiring passion and interest among employees.

This day of Disney training will offer dozens of easy-to-implement, proven ideas that can help transform an organization. The program is appropriate for any type of leader—from project managers and intact work teams to senior executives. For more information visit, www.disneyinstitute.com.

Location

“Disney’s Approach to Leadership Excellence” hosted by La Salle University

Tuesday, September 25, 2012
8:00 a.m. – 4:30 p.m.

The Union League of Philadelphia
140 S. Broad Street, Philadelphia, PA 19102

Details and registration available at www.lasalle.edu/lifelonglearning.

CONTACT:

For more information regarding “Disney’s Approach to Leadership Excellence” please contact:

Jessica Webster
215.991.3660
webster@lasalle.edu

Update from Howard Burton

“I am back to work. It’s been said, smell the roses while you are alive. My heart is filled with thanks for my colleagues and the Lunch Truck for showing love to me on my untimely accident on my way to work August the 9th.

I would like to thank everyone for letting me know I am loved at LaSalle University. May God continue to bless us all.”

Your Mailroom Offset Press Operator,

Your Mailroom Offset Press Operator,

*God continue to bless us all,
know I am loved at LaSalle University May*

La Salle University Art Museum



Sandy Camomile

Back-to-School Reception

Wednesday, September 12, 12:30–1:30 p.m.

Join us for assorted refreshments at the La Salle University Art Museum, located on the lower level of Olney Hall

Meet artists featured in the fifth annual Exhibition of Artwork by Faculty Artists and the annual digital Art Student Exhibition.

Welcome new and returning students, faculty, staff, and friends!

General News

Policy on Alcohol and Drug Use

presented by Human Resources

TO: All Faculty and Staff

FROM: Dr. Margurete Walsh, Assistant Vice President for Human Resources

DATE: August 24, 2012

SUBJECT: University Drug and Alcohol Policy

Each year, we are required to publish and disseminate to all employees' the University's Drug and Alcohol policy under the Drug-Free Schools and Community Act. Below is the University's Drug and Alcohol policy.

POLICY STATEMENT FOR FACULTY AND STAFF ON ALCOHOL AND DRUG USE, POSSESSION AND DISTRIBUTION

La Salle University considers the abuse of alcohol or other drugs as a health care problem and treats it as such. The term abuse as used in this policy shall refer to the consumption of alcohol or any illicit substance while at work or at any other time so as to impair an employee's ability to perform the duties and responsibilities of his/her job description. Consumption of any controlled substances prescribed by a licensed physician is subject to the directives of that physician governing its use. As the University values the contribution of each of its employees and recognizes the risks that alcohol abuse, alcoholism and other forms of chemical dependency pose to the individual employee as well as the University at large, support for the individual employee's assessment/treatment needs is a top priority. Acknowledging that alcoholism and other forms of chemical dependency are recognized health care problems results in a University position that employees so impaired are in need of assistance and/or treatment in order to preclude the progression of their illness and likely deterioration of job performance so as to jeopardize their University employment. Employees in need of

assessment and or treatment for problems associated with alcohol and or other drug use are encouraged to seek such help from their Primary Care Provider. In addition, links to websites with detailed information regarding health risks associated with alcohol and other drug use, self-help assessment tools, policy statements and referral information are available for all faculty and staff through the website of the University's Alcohol and Other Drugs Education Center at <http://studentaffairs.lasalle.edu/aodec/>.

La Salle is required by law to inform you of the sanctions which may be imposed on you if you violate federal, state and local laws regarding the unlawful possession, use or distribution of illicit drugs or alcohol. The following are examples of illegal activity and the applicable legal sanction.

A. Alcohol:

Under Pennsylvania law, a person who is under twenty-one (21) years of age commits a summary offense if he/she attempts to or actually purchases, consumes, possesses, or transports alcohol. The police department must notify the parents of a minor charged with violating this law. If convicted of this offense, the minor's driver license will be suspended. A second offense will yield a fine up to \$500.

In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor of the third degree, for which the fine will be at least \$1,000 for the first offense, and \$2,500 for subsequent violations.

B. Drugs:

There are both federal and state laws which proscribe the possession, use and distribution of illegal drugs. The sanctions for offending these laws consist, in many cases, of mandatory imprisonment, coupled with substantial fines. The sanctions for any given offense vary widely, depending on the nature

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Policy on Alcohol and Drug Use

presented by Human Resources

of the offense, the type of drug involved, and the quantity of the drug involved.

For instance, under federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one (1) year, plus a fine of an amount between \$1,000 and \$5,000. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the offender will be imprisoned for not less than five (5) years and not more than twenty (20) years, or fined, or both.

Also under Federal law, anyone who is at least eighteen (18) years old and who distributes drugs to anyone under age twenty-one (21) will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one (1) year. Pennsylvania has laws prohibiting the use, possession and distribution of drugs which are similarly strict. In addition to imposing fines and/or prison terms for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, when the state arrests someone for violating its laws concerning the use, possession or distribution of drugs, the state will seize, and that person will forfeit, all of his/her property which was used to accomplish the violation of Pennsylvania's anti-drug laws --including the automobile.

ALCOHOL AND DRUG USE AND POSSESSION

The possession, consumption, or "being under the influence of" intoxicating beverages or drugs during working hours, on University property, or at University sponsored activities is strictly prohibited except for the moderate consumption of alcoholic beverages at official programs conducted by the University if the employee is over twenty-one (21) years of age. An employee reasonably suspected of being under the influence or found to be using alcohol or drugs during working hours, on University property, or at University sponsored events except as stated above may be required to consent to any scientifically approved test for the

presence of alcohol or drugs in the body, and if they refuse will be disciplined or discharged for insubordination.

An employee found to possess, use, or be under the influence of alcohol or drugs will normally be warned for a first offense, rather than dismissed. As part of the formal warning, the University reserves the right to refer the employee to seek treatment into any one of the following programs: drug and alcohol awareness, counseling or rehabilitation. The employee will not be eligible to reenter employment until he/she supplies the appropriate certification of completion of the program. A second incident involving drugs, alcohol use or possession will normally result in dismissal.

DISTRIBUTION OF ALCOHOL AND DRUGS

No person less than twenty-one (21) years of age shall attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages during working hours, on University property, or at any University sponsored event. No University employee shall transfer a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor or malt or brewed beverages. Nor shall any individual sell, furnish or give any alcohol, liquor, or malt or brewed beverages to be sold, furnished or given to any person under twenty-one (21) years of age.

No University employee shall attempt to distribute, sell, or furnish illicit drugs to any individual during working hours, on University property, or at any University sponsored event.

Any employee who violates this prohibition of the distribution of alcohol and/or drugs will normally be immediately discharged from employment with the University and may be referred for criminal prosecution.

CRIMINAL DRUG CONVICTIONS

The University is required under federal law (Drug-Free Workplace Act of 1988) to ensure a workplace

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Policy on Alcohol and Drug Use

presented by Human Resources

free from the illegal use, possession, distribution, dispensing, or use of all controlled substances in the workplace. As a condition of employment, all employees must abide by the terms of this Drug-Free policy and are required to notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Furthermore, the University is required to notify all agencies issuing federal grants to the University within ten (10) days after receiving notice of conviction from the employee or other forms of actual notice of such conviction. The University is then required to take one of the following actions within thirty (30) days of receiving notice of an employee's conviction:

1) Formally warn, suspend or terminate the employee; or 2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

It is the discretion of the University as to what action will be taken.

Employment

Assistant Registrar for Academic Information Services

The Assistant Registrar for Academic Information Services is a member of the office management team and interprets systems, programs, and data specifications by the administration, faculty, staff, and the campus community organizations. Primary responsibilities also include production of effective reports, statistics, analysis and application programs to aid and support the successful operation of the Banner software program.

Requirements: A Bachelor's degree. Excellent analytical, oral and written communication as well as polished interpersonal skills. The self-motivated individual will have the ability to work in an environment with numerous priorities and deadlines. Commitment to providing superior customer service to students, faculty, and administration while balancing institutional policies. Preferred qualifications should include at least three years of experience in a university Registrar's Office. Knowledge of the Banner Student Software as well as experience with Microsoft Access, Argos or other reporting tools is desirable.

Interested candidates should submit a cover letter, resume, and a list of 3 references to:

Dominic J. Galante
University Registrar
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141
galante@lasalle.edu

La Salle University is a Roman Catholic institution of higher education in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique mission. For complete La Salle mission statement, please visit our website: <http://www.lasalle.edu/mission>.

AA/EOE

Education - Graduate Academic Advisor

The Department of Education invites applications for the position of Graduate Academic Advisor. The Graduate Academic Advisor assists graduate students in defining academic and professional goals and selecting appropriate programs of study. The Graduate Academic Advisor coordinates advising activities, maintains program files, coordinates office staff, and is responsible for clerical work for the Graduate Programs in the Department of Education.

Candidates must have a minimum of a bachelor's degree, masters preferred. Other required qualifications include very strong organizational, interpersonal, and communication skills, along with the ability to work independently and take initiative. Competence in computer word processing and data spread sheets is expected. Experience in higher education/student services is preferred. Social media marketing skills are preferred. Subject to final budget approval the candidate filling the position will begin in the fall semester of 2012.

Candidates should submit a cover letter addressing the candidate's qualifications for the position, a resume, and the names and contact information for two references:

Dr. Greer Richardson
Director of the Graduate Programs in
The Department Education
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141
Richards@lasalle.edu

Review of applications will begin immediately and continue until the position is filled.

Employment

Coordinator of Athletic Marketing and Sales

La Salle University's Athletic Department invites applications for an immediate opening for the Coordinator of Athletic Marketing and Sales. The primary responsibilities of the position will be to develop and implement comprehensive marketing/sales plans to solicit and secure corporate sponsorship agreements; fulfillment of sponsorship agreements; and coordinate and manage game day event activities.

This position is responsible for the fulfillment of all corporate partnership agreements. This includes, but is not limited to: all aspects of contracted elements for each sponsor; maintaining and reviewing Partner Tracking Sheet for partner elements; tracking each partner's assets as they are completed; offering creative suggestions/input for any and all proposed and contracted partnership elements; activating pre-game and in-game promotions; contacting partners on a regular basis for logo approvals, artwork submissions, etc.; tracking and coordinating inventory availability; coordinating to ensure all contract fulfillment is executed within scope of project and on time and cultivating relationships with current and prospective partners.

The Coordinator of Athletic Marketing and Sales will also assist with promotional and event management efforts, including the game day experience and cultivation of select corporate partners; manage athletic licensing, including existing relationships and expanding the overall reach of merchandise and ensure compliance with all NCAA, A10 and La Salle University regulations.

All candidates should have at least three (3) years of Athletic Sales/Marketing experience and a bachelor's degree in marketing, sales or a related field. All applications will be reviewed as received and the position will be filled as soon as possible. Please send a resume and at least 3 references to:

John Lyons
Senior Associate Athletic Director
La Salle University,
Box 805, 1900 Olney Ave.
Philadelphia, Pa. 19141
lyons@lasalle.edu

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AA/EOE

Employment

Development Assistant

The Office of University Advancement is seeking a Development Assistant for the Office of Athletic Development. Responsibilities include: assisting in planning and managing Athletic Development events, managing electronic, print and web site content and the management of alumni and donor outreach for the athletic program.

Bachelor's degree required. Send cover letter and resume to:

Jim Gulick
Director of Athletic Development
Development Office
La Salle University
1900 West Olney Ave.
Philadelphia, PA 19141
gulick@lasalle.edu

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AA/EOE



Getting Into Campus News

from the editor

Please send your articles, with or without graphics and photos, to campusnews@lasalle.edu. Please submit photos as JPEG files.

Letterhead or logos must conform to the approved standards explained and illustrated in the **Brand Book** published and distributed by **University Communications**.

All photos and graphics must have their owners' permission to be reproduced. You are responsible for gaining this permission.

All **Employment** listings must be submitted to **Human Resources** for approval (for more information, contact **Chris Mickel** at **215.951.1052**).

Deadlines for Submission

- Articles, events, minutes, photos, flyers: **Tuesday at noon.**
- New positions of employment at La Salle University: **Monday at 2 p.m.**